

INSTRUCTIONS FOR COMPLETION OF UNIVERSAL CONSTRUCTION PACKAGE (UCP)

The UCP is a document that should represent the design information necessary for construction or modifications of facilities.

Design Information

1. Project Date and Purchase Requisition Number
 - a. The date the UCP is completed. This should match the date on page 1 of the Master List.
 - b. Purchase Requisition number associated with the UCP.
 - c. Purchase Order number on contract.
 - d. Service Order number is on Request for Site Services (RFSS) form.
2. Building Number(s)

Buildings and/or Areas Affected by Construction: Check yes if the work is inside a limited area and contractors with clearances may do the work.
3. Title and Statement of Work
 - a. Brief title of project describing the required construction.
 - b. Brief statement of work to be accomplished using "active" construction terminology. This will be typed on the P.O. and go out to bid. Attach a copy of the typed Statement of Work given to the customer to the Internal Notes for SDR/PM reference.
4. Quality-Significant Procurement

Check yes if quality-significant.
5. Construction Discipline, Number of Bidders, and Bidder CD (in .pdf format)

Indicate construction discipline (mechanical, electrical, etc.), number of bidders, and whether they need a CD of the drawings.
6. Date Native File Version of Final Drawings should be given to CADD
Indicate when the A/E should give the final drawings to the CADD group (in native file format).
7. Contact List

Customer, Project Management, Building Management Team, Support Team, and Construction Inspection Team information. This is the contact list and should be filled out completely for every project. The contacts listed may or may not be part of the project execution team. For projects that add square footage, an O&M Planner should be on the team. For other projects, the Building Manager can act as the O&M Point-of-Contact.

Standard Provisions	These usually apply to all construction projects. Consult with Procurement if not applicable, or if they need to be changed.
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Special Provisions	Check all special provisions that apply to this construction project. These can be modified to the project.
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Other Conditions	Use this section to describe specific site access rules, any contract phrasing, known non-standard hour work, required work/line organization coordination, specific worker training, and special welding/brazing considerations.
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Notes

1. Indicate whether Test and Balance work is required by the T&B Sandia Service Contractor.
2. Indicate whether any soil, concrete, and/or welding test work is required by Sandia Service Contractors.
3. Indicate any roof work that will impact roofing material. This will notify Construction Inspection that roofing inspector will be needed on project.
4. Indicate any Facilities Control Systems work or coordination for project.
5. If you believe a pre-bid conference would be beneficial for bidders, confer with SDR/PM and Buyer.
6. If there is a pre-bid conference, indicate whether there is also a pre-bid walkthrough.
7. Indicate if any material needed (SFM or CFM) will take substantial time to procure and the duration or lead time.
8. Indicate that Sandia Furnished Material (PR# or JIT#) will be made available. If delivery date is not known, make note.
9. List types of specialty contractors that should be included on the bid list e.g., fire alarm, etc.
10. Indicate in appropriate space any information not covered above; i.e., project in need of fast response as this will alert all parties to fast track project through system: incomplete package; i.e., drawings and specifications arriving at a later date; i.e., enter information describing any special skill required of the General Contractor or one of the subcontracts.

Master List

1. PO# same as first page of UCP. This will be the Purchase Requisition number. (Enter on each page of Master List.) The date should match the date on the first page of the UCP. Check the appropriate block(s).
2. Check box for all standard specifications applicable to this construction project.
3. List any special specifications that are included.

SECTION: Section number

DATE: Issue date of specification

TITLE: Title of specification

Attach the entire special specification(s) to the UCP. If the special specification is an edit of an existing standard specification, clearly identify the change(s) in the text.

4. Give the name of the title sheet on the design drawings including revision. Include date drafted and A/E of record.
5. Check the items that are attached to the UCP. Make sure the items have the minimum information.